


How To Place a Flu Vaccine Order in ASIIS

October 2013

To get started, log in to ASIIS. Once you are logged in, click on Create/View Orders under the Orders/Transfers tab



Arizona Department of Health Services

Logged in: DESIREE LONG
IRMS: CACTUS CHILDREN'S CLINIC PC (1822)

Date: October 7, 2013

Main

- Home
- Logout
- Select IRMS
- Select Facility
- Select VFC Pin

Favorites

Patient

Vaccinations

Exec. Dashboard

IRMS

Facilities

Physicians & Vaccinators

Lot Numbers

Orders/Transfers

- Alerts
- Create/View Orders
- Search History
- Modify Order Set
- Cold Storage

Reports

Settings

Patient Search [Click here to use the 'advanced' search](#)

First Name or Initial:		WIC ID:	
Last Name or Initial:		SIIS Patient ID / Bar Code:	
Birth Date:		Chart Number:	

Family and Address Information:

Guardian First Name:		Mother's Maiden Name:	
Street:	<input type="radio"/> P.O. Box:	<input checked="" type="radio"/> Street:	
City:		State:	--select--
Zip Code:		Phone Number:	

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

☐ Check here if adding a new patient.

On the Create Order screen, update the hours of operation or include any instructions.
If all of the information is correct, locate the **Order Set** drop down menu

Create Order											
IRMS: CACTUS CHILDREN'S CLINIC PC				Contact Name:		DEBBIE BAILEY,					
Facility:				Address:		5940 W UNION HILLS DR D-100					
				City:		GLENDALE					
				State:		AZ					
				Zip:		85308					
Monday:	<input type="checkbox"/>	09:00	▼	17:00	▼	Tuesday:	<input type="checkbox"/>	09:00	▼	17:00	▼
Wednesday:	<input type="checkbox"/>	09:00	▼	17:00	▼	Thursday:	<input type="checkbox"/>	09:00	▼	17:00	▼
Friday:	<input type="checkbox"/>	09:00	▼	17:00	▼						
PIN: 1051				Instructions:				Save			
Order Date: 10/04/2013				Order Status:		In Progress					
Submitter: DESIREE LONG (DESIREE1066)											
Comments:											
Order Set:				--select-- ▼							
Inventory Transaction Report				Lot Number Summary				Cold Chain Report			
Order Frequency: Monthly				Order Timing:							
Order Schedule:											
Order Details											
Vaccine	Description	Dose Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity	Urgent	Priority Reason	Comments			
									Cancel Save Order Submit Order		

Because there is now more than one order set available, no order items will appear in the order screen until an order set is selected. Select the **INFLUENZA ORDER SET/Distributor** option from the drop down menu

Create Order											
IRMS: CACTUS CHILDREN'S CLINIC PC				Contact Name:		DEBBIE BAILEY,					
Facility:				Address:		5940 W UNION HILLS DR D-100					
				City:		GLENDALE					
				State:		AZ					
				Zip:		85308					
Monday:	<input type="checkbox"/>	09:00	▼	17:00	▼	Tuesday:	<input type="checkbox"/>	09:00	▼	17:00	▼
Wednesday:	<input type="checkbox"/>	09:00	▼	17:00	▼	Thursday:	<input type="checkbox"/>	09:00	▼	17:00	▼
Friday:	<input type="checkbox"/>	09:00	▼	17:00	▼						
PIN: 1051				Instructions:				Save			
Order Date: 10/04/2013				Order Status:		In Progress					
Submitter: DESIREE LONG (DESIREE1066)											
Comments:											
Order Set:				--select--							
Inventory Transaction R				--select--							
				INFLUENZA ORDER SET / Distributor							
Order Frequency: Mont				VFC PROVIDERS - NON COUNTY / Distributor							
Order Schedule:											
Order Details											
Vaccine	Description	Dose Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity	Urgent	Priority Reason	Comments			
									Cancel	Save Order	Submit Order

Now you should see the list of Flu vaccines. Under the Order Details section, enter the number of doses you would like to order for each vaccine in the **Order Quantity** column. Once you have entered an order quantity for all the vaccines you would like to order, click the **Submit Order** button. Do not select a Priority Reason.

Comments:

Order Set:

Order Frequency: Monthly Order Timing:

Order Schedule:

Vaccine	Description	Dose Used Last Month	Physical Inventory	Recommended Quantity	Order Quantity	Urgent	Priority Reason	Comments
Influ split 6-35 mos pres free	FLUZONE 6-35 MOS 10 PK SYRINGES *49281-0112-25	<input type="text"/>	0	0	<input type="text"/>	<input type="checkbox"/>	--select--	
Influ split 36+ mos pres free	FLUZONE 10PK VIALS *49281- 0012-10	<input type="text"/>	0	0	<input type="text"/>	<input type="checkbox"/>	--select--	
Influ split 36+ mos pres free	FLUZONE 10PK 1 DOSE SYRINGES *49281-0012-50	<input type="text"/>	0	0	<input type="text"/>	<input type="checkbox"/>	--select--	
Influ split 36+ mos pres free	FLUARIX 10 PK SYRINGES *58160-0879-52	<input type="text"/>	0	0	<input type="text"/>	<input type="checkbox"/>	--select--	
Influenza Nasal Spray	FLU MIST *66019-0110-10	<input type="text"/>	0	0	<input type="text"/>	<input type="checkbox"/>	--select--	
Influenza Split	FLUZONE MULTI DOSE VIAL 6+MOS *49281-0390-15	<input type="text"/>	0	0	<input type="text"/>	<input type="checkbox"/>	--select--	
Influenza inj quadrivalent pres free 36+ mos	FLUARIX 10PK SYRINGES QUADRAVALENT 58160-0880-52	<input type="text"/>	0	0	<input type="text"/>	<input type="checkbox"/>	--select--	
Influenza inj quadrivalent pres free 36+ mos	FLURIX 10PK SYRINGE QUADRAVALENT 58160-0900-52	<input type="text"/>	0	0	<input type="text"/>	<input type="checkbox"/>	--select--	

Once you click the Submit Order button, the **Select Exception Comments** window will pop up because this is the first order. Select Other under the **Exception Description** drop down and enter Placing first flu vaccine order in the **Exception Comment** field. Click the **Submit** button to continue.

Order Set: INFLUENZA ORDER SET / Distributor

Inventory Transaction Report Lot Number Summary Cold Chain Report

Order Frequency: M Order Schedule:

Order Details

Vaccine	
Influ split 6-35 mos pres free	FLU PK S 0112
Influ split 36+ mos pres free	FLU *492
Influ split 36+ mos pres free	FLU DOS *492
Influ split 36+ mos pres free	FLU SYR 0879
Influenza Nasal Spray	FLU 10
Influenza Split	FLU DOS *492
Influenza inj quadrivalent pres free 36+ mos	FLU SYR QUA 58160-0880-52
Influenza inj quadrivalent pres free 36+ mos	FLURIX 10PK SYRINGE QUADRAVALENT 58160-0900-52

Comments

Select Exception Comments - Windows Internet Explorer provided by ADHS

One or more of your vaccine orders is outside the recommended order quantity.

This exception will be manually reviewed before it is approved.
Select an Exception Description below and click Submit to place this order.

Exception Description: Other

Exception Comment: Placing first flu vaccine order

Cancel Submit

Cancel Save Order Submit Order

The order has been created and is now listed under the Inbound Orders section. The order will not be sent to the Arizona Vaccine Center until the County Local Approver approves the order and submits it.

The Status will remain In Manual Review until the order has been approved by your county Local Approver.

Current Order/Transfer List

Inbound Orders

Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	80798	1051	12/31/2012	01/09/2013	Approved
-->	82679	1051	10/07/2013		In Manual Review

Backordered Orders

Select	Order Number	PIN	Submit Date	Backorder Date
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Denied Orders

Select	Order Number	PIN	Submit Date	Denial Date
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Inbound Transfers

Select	Transfer Number	PIN	Submit Date	Sending IRMS/Facility
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Outbound Transfers

Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility
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Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	Reject Date
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Create Order

Create Transfer



Health and Wellness for all Arizonans

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You are done!

Please register that you have completed this training module by completing the training registration form at <http://www.surveymonkey.com/s/CXL2RPY>. You will be asked to provide your name, the module you completed, the date on which you completed the module, and a work email address.